

**\$275\* RAP fee**



*This resource is designed to help new directors and administrators set their programs up for success and sustainability. The guide include general forms that can be applied directly to the program. The resource includes materials related to the following areas:*

### **SECTION 1: Agency Information**

### **SECTION 2: Provincial & Regional Regulations & Best Practice Standards**

### **SECTION 3: General Program Information**

### **SECTION 4: Strengthening Early Childhood Development**

### **SECTION 5: Professional Development**

Information relevant for:  
Child Care, Family Child Care, Out of School Care and Preschool Programs.

# **Orientation Manual for Early Learning & Care Services**

## **Orientation Manual for Child Care Services: At a glance**

### **SECTION 1: Agency Information** *(This section blank for agency to complete)*

**Tab 1:** Philosophy, Vision & Mission of agency.

**Tab 2:** Organizational chart, Job Descriptions, Staff Listing, Shifts & Responsibilities of staff.

**Tab 3:** Principles of practice and Code of Ethics  
ECPAA Code of Ethics for professionals

### **SECTION 2 Provincial & Regional Regulations & Best Practice Standards**

**Tab 4:** Provincial Best Practice Guide

**Tab 5:** Regional Standards & Regulation (This tab blank for agency to complete)

**Tab 6:** Accreditation Standards of Quality

### **SECTION 3 General Program Information:** *(This section blank for agency to complete)*

**Tab 7: Enrollment** (Licensed spaces, enrollment requirements re: age etc...), **Admission** (parent handbook & family involvement) and **Attendance** information (part time & full time options)

**Tab 8:** Children's Daily Routines & Program Planning Information

**Tab 9:** Child Guidance Policy and Information

### **SECTION 4 Strengthening the Early Childhood Setting through S.P.I.C.E. (Social, Physical, Intellectual, Cognitive and Emotional) Development**

**Tab 10:** Tools & Topics: *Partners in Quality Series.. "Tools for Practitioners in Child Care Settings". (Book)*

*Canadian Child Care Federation "Resource Sheets" (Book)*

*FRP Canada: "Why Play"? (Brochures)*

*FRP Canada: "Weaving Literacy into Family & Community Life" (Book)*

**Tab 11:** Active Adult/Child Interactions

*Physical Movement: "Outdoor Play Experiences" (Book)*

*Set of 3 "Moving & Growing" series... Physical activities for 0-2 years, 2-4 year olds, and 5-6 year olds. (Books)*

**Tab 12:** *Canadian Child Care Federation "Meeting the Challenge" (Effective Strategies for Challenging behaviors in E.C. Environments (Book)*

### **SECTION 5 Professional Development**

**Tab 13:** Professional Development Funding available through ACS

**Tab 14:** Training & Education opportunities

**Tab 15:** References & additional Resources.

*Please Note: All items in italics are supporting publications accompanying the binder. In addition there is a Supplementary Resource binder on Health & Safety Practices*

**NB: Please note that price is reflective of current publication costs associated with this manual & subject to change.**